

<p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	<p>Policy Number</p> <p style="text-align: center;">3.7</p> <p>Date Filed</p> <p style="text-align: center;">June 3, 2005</p>	<p>Total Pages</p> <p style="text-align: center;">2</p> <p>Effective Date</p> <p style="text-align: center;">September 20, 2005</p>
<p>References</p> <p>KRS 196.035; 197.020 101 KAR 2:095</p>	<p>Subject</p> <p style="text-align: center;">SHIFT, POST AND DAYS OFF ASSIGNMENT</p>	

I. AUTHORITY

This policy is issued in accordance with the provisions of KRS 196.035 and 197.020 which authorize the Commissioner of the Department of Corrections (Corrections) to adopt, amend or rescind regulations necessary for the proper administration of Corrections.

II. PURPOSE

To establish reasonable, predictable and equitable assignment practices in Corrections involving shift, post and days off assignment.

III. APPLICABILITY

To all institutional employees of Corrections.

IV. DEFINITION

“Institutional need” means employees shall be required to provide twenty-four (24) hour per day coverage for a seven (7) day a week operation.

“Legitimate business necessity” means a reason for assignments outside this policy and procedure, including ADA accommodation, Workers’ Compensation return-to-work plans, or temporary transfer pending outcome of an investigation.

V. POLICY

- A. An employee shall be assigned or reassigned consistent with 101 KAR 2:095, Sec. 2(4).
- B. Institutional need shall be the primary consideration in assignment or reassignment of an employee with additional consideration given to the following criteria:
 1. Length of service
 2. Employee skills and experience
 3. Staffing needs

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4. Training or career development
5. Dependability
6. Attitude
7. Proper dress and grooming standards
8. Employee preference

- C. Employee preference shall be considered in making an assignment or reassignment. If personal preference and institutional need conflict, institutional need shall prevail.

IV. PROCEDURE

- A. If the Warden determines that a legitimate business necessity exists, this policy and procedure shall not be applicable.
- B. The Deputy Warden or his designee shall be responsible for each initial shift assignment.
- C. A shift reassignment may be initiated by either the institution or an employee.
 1. Staff may not initiate a shift reassignment request until successfully completing the probationary period.
 2. If the employee initiates the request for a shift change, his name shall be placed on a list in the order the request is received. The first employee on the list shall be given priority consideration when a vacancy on that shift becomes available. If more than one (1) employee requests a shift change on the same date, then the policy and procedures set forth herein shall determine who shall be moved to the requested shift. Staff who initiates a reassignment request shall remain on the list until he rescinds his request in writing or his request is approved.
 3. If either the institution or staff initiates a shift change, staff shall be issued written notification a minimum of fourteen (14) calendar days prior to the effective date of an assignment or reassignment of an employee's shift or days off. The notification requirement may be waived if an emergency reassignment is deemed necessary by the Warden or his designee.
- D. The Shift Supervisor shall be responsible for assigning:
 1. Each post and rotating all assignments on the shift; and
 2. Days off.
- E. In order to enhance institutional operations and develop staff abilities, the Warden shall insure that periodic shift rotation of all uniformed supervisors shall occur.